

# Michael Thompson

## Senior Business Data Analyst

☎ (312) 555-0198 ✉ michael.thompson@example.com

🌐 [linkedin.com/in/michaelthompson](https://www.linkedin.com/in/michaelthompson) 📍 4520 Elm St, Chicago, IL 60614

MAY 28, 2026

Hiring Manager  
Innovative Solutions Inc.  
Chicago, IL  
Chicago, IL

Dear Hiring Manager,

I am thrilled to express my candidacy for the Senior Business Data Analyst position at Innovative Solutions Inc., where analyzing and interpreting business data is paramount to driving strategic innovations, ensuring that insights gleaned from data will not just sit idly on a server, but rather dynamically shape the operational landscape and bolster decision-making processes across various departments.

With over six years immersed in data analysis within the insurance domain, I have proficiently navigated myriad data challenges while employing SQL to derive meaningful conclusions that directly support business objectives—a task often fraught with complexity, yet immensely rewarding when executed effectively.

I have sharpened my skills in engaging with stakeholders, gathering requirements, and translating intricate datasets into understandable formats for diverse teams, all while addressing pressing data quality issues that often leave others scratching their heads—my ability to mentor junior analysts further amplifies this collaborative approach.

One notable instance involved a mentorship project that not only improved junior analyst performance but also streamlined our team's reporting capabilities, ultimately leading to heightened accuracy and efficiency in delivering key insights to senior management as well.

As someone committed to continual growth and excellence, I fully recognize that collaboration fuels innovation, and I am eager to contribute my analytical expertise to fortify the amazing work at Innovative Solutions Inc.

I look forward to further discussing how I can help your team.

Thanks,

*Michael Thompson*

**Michael Thompson**